



Foreign Affairs Manual

1 FAM – Organization and Functions

Change Transmittal: ORG-253

Date: November 16, 2011

1 FAM 320 BUREAU OF PUBLIC AFFAIRS (PA)

Changes

1. This Change Transmittal issues a complete revision to subchapter 1 FAM 320. More than 50 percent of this subchapter has been changed.
2. Crosswalk for 1 FAM 320:

From Prior Issuance	To Current Issuance
322.1-4, Europe and Global Issues Division (PA/HO/EG)	322.1-3(A), Europe and Global Issues Division (PA/HO/EG)
322.1-5, Asia, General, and Africa Division (PA/HO/AA)	322.1-3(B), Asia, General, and Africa Division (PA/HO/AA)
322.1-6, Middle East and Americas Division (PA/HO/MA)	322.1-3(C), Middle East and Americas Division (PA/HO/MA)
322.1-7, Policy Studies Division (PA/HO/PS)	322.1-3(D), Policy Studies Division (PA/HO/PS)
322.1-8, Special Projects Division (PA/HO/SP)	322.1-3(E), Special Projects Division (PA/HO/SP)
322.9, Declassification and Publishing Division (PA/HO/DP)	322.3(F), Declassification and Publishing Division (PA/HO/DP)
322.1-10, United States Diplomacy Center (PA/USDC)	322.3-6, United States Diplomacy Center (PA/USDC)
322.2-2, Foreign Press Centers (PA/FPC)	322.4-2, Foreign Press Centers (PA/FPC)
322.2-3, Office of Broadcast Services (PA/OBS)	322.4-3, Office of Broadcast Services (PA/OBS)
322.2-4, Office of Electronic Information (PA/EI)	322.3-4, Office of Electronic Information and Publications (PA/EI)
322.2-5, Digital Communication Center (PA/DCC)	322.3-5, Digital Communication Center (PA/DCC)
322.2-6, Rapid Response Unit (PA/RRU)	322.4-4, Rapid Response Unit (PA/RRU)
	322.2-2, USAID Press Office [NEW]
	322.4, Deputy Assistant Secretary for International Media [NEW]
	322.4-1, Office of International Media Engagement [NEW]
	322.5, Deputy Assistant Secretary for Strategic Communications [NEW]

3. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
5. The office responsible for the material in this subchapter is the Bureau of Public Affairs (PA). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 1 FAM 320 (CT:ORG-215; 06-11-2009) and insert revised subchapter 1 FAM 320 (CT:ORG-253; 11-16-2011).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:ORG-253, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.